



Our mission: To provide leadership in the teaching and learning of other languages.

Portfolio Guidelines for Application to LFLTA Teacher of the Year

1. The first page must be the ***Nomination Cover Page***, available on our website
2. One letter of recommendation from a professional colleague
3. One letter of recommendation from a supervisor
4. One letter of recommendation from a current or former student or student's parent
5. A curriculum vitae of no more than five pages
6. A five-hundred word, first-person statement on the value of learning language and culture
7. At least three, with a maximum of five, individual examples of student work (with each sample being one page and one-sided only), that reflect the goals of the National Standards of Foreign Language Learning. For these samples, submit written work only. Applicants are encouraged to include one sample of technology-based student work; this part of the submission may be two pages, with one page providing a representative image of the student work (e.g., pictures from a student film, sample slides from a Power Point presentation) and a second page in which the applicant offers a detailed overview of the form and content of the project. ***Please have appropriate releases for student work.***
8. A commentary (not to exceed 5 pages) that describes how the selected student work samples are representative of the following:
 - a. The connection between the student work and how you address the national standards in your classroom
 - b. The connection between student work samples and how you use and promote target language in the classroom
 - c. How the student work samples demonstrate differentiation of instruction and/or assessment to meet the needs of all learners
 - d. How the chosen samples demonstrate how you integrate culture into instruction and/or assessment
 - e. The type of feedback provided to students on this work
9. A statement of willingness to participate in all required activities associated with the award including:
 - a. A consent and commitment statement to be nominated by LFLTA as the SCOLT World Language Teacher of the Year.
 - b. A commitment to attend the SCOLT conference for a personal interview. (LFLTA will reimburse up to \$500 of expenses incurred by travel and lodging. All expenses above this will be incurred by the candidate.)
 - c. If selected as SCOLT World Languages Teacher of the Year, a consent and commitment statement to be nominated by SCOLT as the ACTFL National Foreign Language Teacher of the Year.
 - d. If selected as SCOLT World Languages Teacher of the Year, prepare a statement of commitment to attend the ACTFL Annual Conference. Hotel, registration, and transportation are paid for by ACTFL.
 - e. Willingness to serve as a spokesperson for the profession, based on availability.